



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT, NEW ORLEANS
400 RUSSELL AVE BLDG 192
NEW ORLEANS, LOUISIANA 70143-5077

NAVCRUITDISTNOLAINST 4400.3D
14
10 Mar 2015

NAVY RECRUITING DISTRICT NEW ORLEANS INSTRUCTION 4400.3D

Subj: INTERNAL OPERATING PROCEDURES FOR THE USE OF THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM

Ref: (a) NAVSUPINST 4200.85
(b) NAVSUPINST 4200.94
(c) COMNAVCRUITCOMINST 4400.1E
(d) Federal Acquisition Regulations (FAR/90-46)
(e) Defense Federal Acquisition (DFAR/1998)
(f) Agency Program Coordinator Guide (Online)
(g) Navy Acquisition Procedures Supplement (NAVSO P-3670)
(h) EBOSOPOFFINST 4200.1A

Encl: (1) NRD New Orleans operating procedures for Use of the
Government-wide Commercial Purchase Card Program.

1. Purpose. To promulgate guidelines for administering the
Government-wide Commercial Purchase Card Program per references
(a) through (g) and amplified in enclosure (1).

2. Cancellation. NAVCRUITDISTNOLINST 4400.3C.

3. Background. Procurement is a labor intensive process, which
drains personnel resources. Vendors are often confused on how
to conduct business with the government, and often must wait for
payment of their invoices. The VISA Card Program's advantage is
it simplifies purchasing steps for both the government and
vendor, and the vendor can immediately receive payment for goods
and services.

4. Action. The purchase card will be used to purchase
supplies, and services when authorized, in accordance with Part
13 of the Federal Acquisition Regulations, reference (e), and
local operating procedures provided in enclosure (1). It is to

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be used as a payment method in conjunction with other procurement methods when authorized in the order, contract or agreement. The card will also be used to order directly from government required sources (i.e., GSA stock, FPI, etc.). Without exception, the United States Government Purchase Card (USPC) will only be used for authorized U. S. Government purchases.

/s/
C. A. STOVER

Distribution List:
Electronic only, via
<http://www.cnrc.navy.mil/neworleans>

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INTRODUCTION

The General Services Administration, Federal Supply Service (FSS) recently awarded a contract for Government-wide Commercial Credit Card Services to CitiBank. The contract provides, at the request of Federal ordering agencies, Government-wide Commercial Purchase Cards (GCPC) and associated services for civilian and military Government employees to make purchases for official government use.

The policy of Navy Recruiting District New Orleans is to use the GCPC for purchases by personnel authorized by the Commander not to exceed \$3,000 purchase action, \$2,500 for services and \$3,000 for goods. The GCPC can also be used as a payment method for valid orders of up to \$100,000. The NOLA Supply Department shall manage the GCPC in all operating units to ensure that all transactions comply with these procedures, and references (a) through (g).

Key Terms. The key terms listed below further implement the definitions listed in NAVSUPINST 4200.94.

Agency Program Coordinator (APC). APC serves as the focal point for coordination of the applications, issuance and destruction of cards, establishment of reports, and administrative training. This individual also serves as the liaison between NOLA, CitiBank, and the GSA Contracting Officer. He/she oversees the GCPC program and establishes guidelines. Changes to dollar limitations or authorized merchant codes must be submitted to CitiBank by the APC.

The Agency Program Coordinator Contact is:
Logistics Support Officer
Navy Recruiting District
400 Russell Ave., Bldg 192
New Orleans, LA 70143
(504) 678-5855, DSN 678-5855

Approving official. The Approving official should be the cardholder's immediate supervisor or a higher level official. A cardholder cannot be his/her own approving official. A cardholder may not be an approving official for his/her supervisor. The approving official is responsible for reviewing the cardholder's monthly statement of account to ensure

purchases are made in accordance with the FAR, NAVSUP, and Navy Recruiting Command regulations. The approving official may also serve as liaison with the contacts identified below. The approving official shall endorse the provisions of these internal procedures and initiate strict administrative and disciplinary procedures for misuse of the card in accordance with the Navy Regulations and the Uniform Code of Military Justice.

Cardholder. The cardholder is the individual to whom a card is issued. The card bears this individual's name and shall only be used by this individual to pay for authorized U. S. Government purchases.

CitiBank. CitiBank is the contractor who will maintain all GCPC accounts, issued cards, to cardholders, send monthly statements to cardholders and approving officials and provide various reports to APC.

Delegation of Authority. This delegation issued by the Head of the Contracting Authority (HCA) or designee specifies the authority being delegated and any limitations on the authority.

Designated Billing Office Contact. The appropriate Supply Department Designated Billing Office will receive the official invoice from CitiBank and will be responsible for payment of the official invoice.

The Designated Billing Office contact is:
Logistics Support Officer
Navy Recruiting District
400 Russell Ave., Bldg 192
New Orleans, LA 70143
(504) 678-6704, DSN 678-6704

Disputes Office Contact. This individual shall coordinate process and monitor all disputed purchases, credits or billing errors.

The Dispute Office contact is:
The Designated Billing Office contact is:
Logistics Support Officer
Navy Recruiting District
400 Russell Ave., Bldg 192
New Orleans, LA 70143
(504) 678-6704, DSN 678-6704

GCPC. An acronym that stands for "Government-wide Commercial Purchase Card." These initials will also appear on forms and cards provided by CitiBank.

Statement of Account. The Statement of Account is a monthly listing of all payments authorized for purchases and credits made by the cardholder and billed by the merchant.

Use of the GCPC

The GCPC may be used to purchase supplies in accordance with Part 13 of the FAR, DFARS, NAPS, NAVSUP 4200 series instructions, GSA Contract Guide, HCA instruction, and COMNAVCRUITCOMINST 4400.1D and to pay for orders placed against established contracts or with established sources of supply (see FAR Part 8), only when authorized by the contract or regulation requiring use of the source. The GCPC can be used to purchase supplies acquired using oral solicitation procedures. It may also be used to pay for supplies that are acquired through a purchase order or written contract, without exception to GCPC may only be used for authorized U. S. Government purchases.

Setting up the GCPC Account

CitiBank will provide the Agency Program Coordinator (APC) with all the necessary cardholder and Approving official Account Set-up forms. The APC shall distribute the forms to designated NOLA personnel for completion. Those personnel will return completed forms to the APC for processing (Electronic account set-up is available under the contract and agencies should develop a procedure for this process). The APC shall submit the completed

forms to CitiBank for processing. The card will be mailed to the cardholder within 5 working days after the application is received by CitiBank (2 working days if sent electronically). Upon receipt of the card, the cardholder must call a 1-800 telephone number at CitiBank to activate the card.

Delegation of Authority

Authority is delegated to authorize NOLA personnel for GCPC purchases up to \$3,000. Purchasing authority aside from the GCPC is detailed on each Purchasing Agent's SF 1402.

Training

Individuals that have not taken formal training courses on the purchasing methods listed in FAR Part 13 or basic procurement/contracting shall receive formal training and on-the-job training on purchase card procedures. The on-the-job training may be provided by contracting officers, and/or approving officials. The Supply Officer shall provide information and basic instruction on how to use this card to cardholders in accordance with agency policy. All cardholders and approving officials shall read and be familiar with the requirements of these internal activity procedures and NAVSUPINST 4200.85 series. Periodic review of these internal activity procedures and other regulations is required at least every 3 years. Prospective cardholders and approving officials shall complete activity training procedures and certifications prior to their account set up forms being submitted to CitiBank.

Standards of Conduct

Employees of NOLA Supply Department hold a public trust; their conduct must meet the highest ethical standards. All agency employees shall use this card only to purchase supplies within the guidance of this program. Cardholders and Approving officials acknowledge that making false statements on purchase

card records may provide support for removing the employee from Federal Service. The Government may punish wrongdoers by fine, imprisonment, or both, as stated in Section I001, Title 18 United States code. Unauthorized use shall have the meaning as set forth in footnote 22, Section 226.12, Title 12 Code of Federal Regulations.

"Unauthorized use" means the use of a purchase card by any person other than the cardholder whose name appears on the purchase card. "Unauthorized use" also means use of a purchase card by a contracting officer who exceeds his/her delegation of authority. "Unauthorized use" also means use by a cardholder without proper prior approval for obligation and expenditure of operating funds.

Procurement Integrity

Contracting Officers whose delegation of authority does not exceed \$3,000 and who are authorized to conduct acquisitions totaling more than \$20,000 in any 12-month period are procurement officials, as defined under Section 27 of the Office of Federal Procurement Policy Act. Procurement Officials must receive procurement ethics training and execute the procurement integrity certification required by FAR 3.104-12. Cardholders and Approving officials are subject to administrative actions or remedies as well as civil and criminal penalties for violations of Procurement Integrity Act.

Dollar Limits Associated With the GCPC

Use of the purchase card by a cardholder is subject to a single purchase limit, a monthly cardholder limit, and a monthly office limit. The purpose of these dollar limits is as follows:

Single Purchase Limit. The single purchase limit is a limitation on the procurement authority delegated to the cardholder by the HCA. This dollar limit cannot be exceeded unless a revised delegation of authority is issued by the HCA raising the limit. When using the card, a "single purchase" may include multiple items; however, no single purchase may exceed the authorized single purchase limit established for each cardholder. Single purchase limits may be assigned to cardholders in \$50 increments.

Billing Cycle Purchase Limit. The monthly cardholder limit is a budgetary limit assigned by the Approving official. The Approving official shall coordinate with the APC when determining a monthly limit. The total dollar value of purchases when using the card for any monthly billing cycle shall not exceed the monthly purchase limit set by the Approving official. The Approving official may direct the APC to raise the Monthly Cardholder Limit. For individuals limited to micro-purchase authority, the billing cycle purchase limit may be assigned in increments of \$100 up to \$100,000 (However, non-procurement officials are restricted to \$20,000 in any 12-month period).

Billing Cycle Office Limit. The monthly office limit is a budgetary limit established by the APC for each Approving official. The limit established by the APC shall not exceed the sum of the Approving official's cardholders' monthly purchase limits and should reflect spending history as well as budgetary trends. The total dollar value of purchases using the card shall not exceed the monthly office limit established by the APC. Monthly office limits may be assigned in \$100 increments up to \$999,900.

Cardholder Responsibility

The unique GCPC Visa card that the cardholder receives has his/her name embossed on it and may be used only by that cardholder. **No other** person is authorized to use the card. The card was specially designed showing the great seal of the U. S. and the Words "United States of America" imprinted on it to avoid being mistaken for a personal credit card.

Vendor Authorization

When issuing this card to an employee, authorization codes shall be established by the APC and shall be incorporated in the card. Under normal circumstances, merchants are required to obtain authorization from CitiBank for purchases over \$50.00. However, many merchants now use electronic authorization methods allowing them to obtain authorization for all purchases, regardless of amount. When authorization is sought for a purchase by the

merchant, CitiBank's authorization system will check each individual cardholder's Single Purchase Limit, The Billing Cycle Limit, and the type of merchant where the cardholder is making a purchase before authorization for that transaction will be granted.

Conditions for Use

Use of the card must meet the following conditions:

1. The total of a single purchase to be paid for using the card may be comprised of multiple items and cannot exceed the authorized single purchase limit. Purchases will be denied if the authorized single purchase limit is exceeded. Requirements shall not be broken down into multiple transactions to permit the use of the purchase card nor to stay within the single purchase limit.
2. All items purchased over the counter must be immediately available. No backordering is allowed. This means no charge will be made until merchandise is available.
3. All items purchased by telephone order that will not be confirmed with a written order shall be delivered in a single delivery by the merchant and received no later than 30 days from date of the order. The order shall not be placed without this assurance.
4. All items purchased must be received through the NOLA Supply Department. All accountable personal property items purchased and paid for using the card shall be included in the minor property inventory system by attaching a minor property number, completing a transfer sheet, and including the minor property number (s) on invoice and/or shipping documents. Only after these actions are completed will any accountable items be delivered to the requesting department.
5. When purchasing items by phone or over-the-counter, the cardholder shall inform the merchant that the purchase is for Official U. S. government purposes and therefore is not subject to state or local sales tax. The card will be printed with "U. S. Government Tax Exempt" for additional clarification.

Activities shall maintain separation of function by ensuring the cardholder does not use his/her purchase card to order any item for which he/she is the requiring agent unless the item is to be delivered to a central receiving organization or such action is specifically authorized by his/her Approving official.

Use of the Purchase Card

The card may not be used for the following:

- (1) Cash advances (not permitted under any circumstances).
- (2) Rental or lease of land or buildings.
- (3) Telecommunications (telephone) services.
- (4) Rental or lease of motor vehicles, whether or not on official travel.
- (5) Rentals or leases over 30 days in duration (e.g., annual or multi-year agreements).
- (6) Travel expenses for transportation, lodging, or meals.
- (7) Gasoline or oil for vehicles; except if specifically authorized by the HCA/Procurement Management Review office for DON-owned aircraft, vessels, and vehicles.
- (8) Repair of GSA leased vehicles.
- (9) Hazardous materials, except those by NAUSUP SA 96-08 Ser Sup 27C/EMR; "Commonly used hazardous materials."
- (10) Naval Facilities Engineering Command (NAVFAC) cognizant services (e.g., construction, architectural and engineering services, facility support).
- (11) When a bilateral purchase order is required (e.g., Foreign Military Sales, classified requirements).
- (12) Purchase that requires federal or military specifications.
- (13) Items available through the Navy Stock System which can meet required delivery dates.

Acquisition Procedures for Use with the GCPC

When making transactions using the GCPC, all of the applicable acquisition regulations apply. Regardless of whether the open market purchase is made using oral procedures or using a written purchase order of contract, the cardholder must:

1. Ensure that an approved request document has been completed adequately and that funds are available before the transaction is made.
2. Comply with all procurement statutes, regulations, and policies. Special attention is required in the following areas:
 - a. Regardless of whether an order is made over-the-counter or by telephone, the cardholder who has authority to make transactions over the micro-purchase threshold must solicit competition for all purchases over \$3,000 in accordance with the FAR 13.106.
 - b. Macro-purchases shall be distributed equitably among qualified suppliers.
3. The purchase card shall only be used to purchase supplies if requirements cannot be satisfied through required sources listed in FAR Par 8. For example, NIB/NISH and FPI are mandatory sources by statute and items that fall under their cognizance must still be ordered via normal channels. Supplies, furniture, and equipment available from GSA/DLA stock programs must be ordered unless the items meet the test of quality timeliness, and cost specified in DFARS 208.7003-1.
4. Certify that the quantity and quality of the items furnished are in accordance with the agreement (verbal or written with the vendor).
5. Ensure that the fee paid by merchants is not added to the price of items purchased by cardholders.

Oral Purchase Procedures. "Oral procedure", as used in these instructions, means a procedure where an order is placed or a purchase is made through an oral agreement which is made in person or by telephone. No written purchase order or contract is issued by the Government. The supplies are provided by the vendor and payment is made using the GCPC.

1. Oral procedures may be used acquire supplies that can be described in sufficient detail so that the parties to the agreement have a clear understanding of what is being acquired;

provided the oral procedure is authorized in the FAR part 13 or agency regulations, and a purchase order of contract is not required by either the supplier or the Government.

2. When placing a telephone order to be paid using the GCPC, the cardholder shall:

a. Notify the vendor that the purchase is tax exempt.

b. Confirm that the vendor agrees to charge the purchase card when shipment is made so that receipt the supplies may be certified on the monthly Statement of Account.

c. Instruct the vendor to include the information below on the shipping document or packing slip if required: This information will alert the receiving officer and the requisitioner that the supplies have been acquired with the purchase card.

Name and address of supplier:

- Cardholder name, telephone number, and office symbol;
- Building number, room number, street address, city, and state;
- Date of Order;
- Requisition number/order number;
- Date of delivery or shipment;
- Itemized list of supplies furnished, including quantity;
- The term "Purchase Card".

A log shall be used to document or record telephone purchase card transactions under \$3,000 when competitive quotes are NOT solicited. If competitive quotes are solicited for purchases under \$3,000, the record shall be documented. The documentation should be held until the monthly billing statement is received and then attached to the statement when it is submitted to the Approving official.

Purchases Requiring the Issuance of a Written Order or Contract.

If the GCPC is used to pay for a purchase made by using a purchase or delivery order, the vendor shall be provided the necessary information orally either in person or by telephone and the statement "Payment to be made by purchase card" shall be inserted on the form. **DO NOT INCLUDE SPECIFIC INFORMATION FROM THE CARD ON THE PURCHASE ORDER.** If the vendor requires an order, a DD Form 1155, "Order for Supplies or Services" shall be used. The vendor is given his copy of the purchase order and the contracting officer (cardholder) maintains a copy. Do not distribute other copies.

Documentation, reconciliation and payment procedures

Documentation. Any time a transaction is made using the card, whether it is done over-the-counter or by telephone, a document shall be retained as proof of purchase. These documents shall later be used to verify the transactions shown on the cardholder monthly statement.

1. When a transaction is made over-the-counter, the cardholder shall obtain the customer copy of the charge slip, which shall become the accountable documents (make sure all carbons are destroyed).
2. When making transactions by phone, the cardholder shall document the transaction on a log and attach any shipping documents associated with the transaction.

Contractor Reports. CitiBank will provide and distribute 3 monthly documents within 5 working days after the end of the 30-day billing cycle.

1. Cardholder Statement of Account. All purchases, credits, and other transaction data that the cardholder has made in the monthly billing cycle.
2. Approving official Account Summary. A record of all cardholder activity for which he/she has approving authority and a summary sheet for the current cycle.

3. Finance Office Official Invoice. The official invoice provides summary data for each cardholder and Approving official.

Reconciliation. At the end of each monthly billing cycle, the cardholder shall reconcile the information on his/her statement by filling in the appropriate accounting classification in the accounting code block, if not the same as the Master Accounting Code, and a description for each transaction. The cardholder must then sign the statement, attach all supporting documentation and forward to the Approving official or designated alternate.

The cardholder shall check each transaction on the statement to verify the accuracy. If an item has been returned and the credit voucher received, the cardholder shall verify that the credit is reflected on the statement. If transactions and credits are not on the next monthly statement, the transaction documentation shall be retained by the cardholder until the transaction or credit appears on the statement. If the transaction or credit does not appear on the next monthly statement, the cardholder or Approving official shall notify the APC to resolve and reconcile the statement. The cardholder must electronically sign the monthly statement and forward it to the Approving official within 5 working days of receipt. If the cardholder cannot review the statement at the time that it is received, the Approving official is responsible for reviewing and certifying the cardholder's statement. The Approving official shall meet with the cardholder upon his/her return to go over the cardholder's statement.

See enclosure (1) for CitiDirect specific instructions on reconciliation.

Missing Documentation. If for some reason the cardholder does not have documentation of the transaction to send with the statement, he/she must attaché an explanation that includes a description of the item, date of transaction, merchants name, and why there is no supporting documentation.

Approving Official. The approving official is responsible for reviewing and signing the cardholder's monthly statement of account and forwarding the cardholders' statements of account to the Designated billing Office.

Billing Errors and Disputes

Statement of Questioned Items. If a cardholder receives a statement that lists a transaction for merchandise that has not been received, or a transaction which includes an unauthorized charge, the cardholder (or the approving official) must notify the Dispute Office contact and complete the Cardholder Statement of Questioned Item form.

Citibank will credit the transaction until the dispute is resolved. In addition, a copy of the form must be attached to the cardholder's monthly statement and sent to the appropriate Designated Billing Office.

Defective Items. If items purchased with the card are found to be defective, the cardholder has the responsibility to obtain a replacement or correction of the item as soon as possible. If the merchant refuses to replace or correct the faulty item, then the purchase of the item will be considered in dispute. Items in dispute are handled in the same manner as billing errors.

Contact with CitiBank

CitiBank shall be contacted by cardholders only to report a LOST OR STOLEN card; all other questions shall be directed to the contacts listed in these procedures. CitiBank telephone numbers are listed below.

Lost or Stolen Cards

1. **Telephone Notification.** If the card is lost or stolen, it is important that the cardholder immediately contact CitiBank at 1-800-790-7206 24 hours a day.

2. **Written Notification.** The cardholder must also notify the Approving official and the APC of the lost or stolen card within one (1) work day after discovering the card missing. The Approving official shall submit a written report to the APC **within 5 workdays.** The report shall include:

- The card number.
- The Cardholder's complete name.
- The date and location of the loss.

If stolen, date reported to police; date and time CitiBank was notified; any purchase(s) made on the day the card was lost/stolen; and any other pertinent information.

Card Replacement. A new card will be mailed within 2 business days of the reported loss or theft. A card that is subsequently found by the cardholder after being reported lost or stolen shall be cut in half and given to his/her approving official or the APC. The APC shall notify CitiBank that the card has been destroyed.

Unauthorized Use. NOLA shall not be liable for any unauthorized use of the GCPC

Unauthorized Purchases

A cardholder who makes unauthorized purchases or carelessly uses the card may be liable to U. S. Government for the total dollar amount of unauthorized purchases made in connection with the misuse or negligence. In addition, the first instance in which a cardholder commits an unauthorized purchase, he/she will at a minimum be formally counseled documenting all aspects of the incident. Non-Judicial Punishment may be considered necessary for the first incident and should be used at the discretion of NOLA. Any repeat incidents of any cardholder must result in Non-Judicial Punishment proceedings. NOLA shall be liable for authorized use of the GCPC by authorized users (cardholders).

Card Security

It is the cardholder's responsibility to safeguard the purchase card and account number at all times. The cardholder must not

allow anyone to use his/her card or account number. A violation of this trust shall require that the card be withdrawn from the cardholder and disciplinary action taken in accordance with above mentioned paragraph.

Separation of Cardholder

Upon separation of a cardholder, the cardholder must surrender the card to his/her Approving official or APC. The APC shall notify CitiBank to cancel the account.

Transfer of Cardholder to Another Approving official

If a cardholder is transferred to another office with the same bureau or sub-unit, the cardholder's account may simply be transferred at the end of the current billing cycle. However, if a cardholder moves to a different Approving official outside the bureau or sub-unit, the new Approving official shall determine if the employee will be a cardholder within his/her office. If it is determined that the card should be kept by the cardholder, a new cardholder account setup form shall need to be completed and a new card issued under the new Approving official. The old cardholder account shall than be cancelled.

Separation of Functions

Failure to maintain a three-way separation of the functions of initiation of the purchase requirement, award of the purchase action and receipt of the goods and/or services purchased, as prescribed in reference (a), is considered to be an indicator of possibly fraudulent activity. Because of the limited number of personnel available in the Supply Department and traveling requirements of Commanding Officer, Navy Recruiting Orientation Unit, we cannot maintain the required three-way separation. The following special procedures and controls will be used ot offset the risks inherent in allowing one person to perform more than one of these functions:

1. Provide annual standards of conduct training to Supply Department personnel. Emphasize the necessity of maintaining a formal arms-length business relationship with all contractor personnel.

2. Perform at least semi-annual reviews of the GCPC Program utilizing the Commanding Officer, Navy Recruiting Orientation Unit purchase card semi-annual internal review check list. Forward the results of the review to the Commanding Officer, Navy Recruiting District New Orleans via the Executive Officer, Navy Recruiting District New Orleans.

**NRD NEW ORLEANS OPERATING PROCEDURES FOR USE OF THE GOVERNMENT -
WIDE COMMERCIAL PURCHASE CARD PROGRAM**

1. Navy Recruiting Activities will set up all credit card accounts to use the bulk funding method. Purchase Card charges will be redistributed to the proper documents and job order numbers after the invoice is paid. The APCs shall establish a default Line of Accounting (LOA) in October for each fiscal year and each of the cardholder accounts will be set up to use the bulk LOA. District personnel shall make payment of the credit card invoice a number one priority. If all systems are updated properly during the month, verifying the invoice should be easily accomplished within the five-day window allowed.

Districts will continue obligating all purchase card documents as normal. The only difference is the bank will create a bulk obligation and we will expend to that obligation. We will then transfer the expended amounts to the correct documents and job order numbers.

2. Bank: At the beginning of the ordering cycle (normally the 22nd of each month) the bank will establish an obligation in STARS for the upcoming cycle. They will create a new document number against the bulk LOA. The amount obligated by the bank will be the combined maximum order limit of all cardholders assigned under the APC. Adjust your cardholder order limits to realistic levels to prevent over obligation problems. If your invoice is averaging \$50,000 monthly, the sum of your cardholder limits should be no greater than \$65,000.

3. Cardholders: The Cardholders will place orders during the month and record them in the purchase card database currently in use. Upon receipt of the electronic statement, the cardholders will reconcile the statement with their outstanding invoice report, update the purchase card database, print the monthly verification report and ensure it agrees with the bank statement. Forward the statement and copy of the verification report to the APC for payment action.

4. APC/AO/Budget Analyst:

a. Account maintenance: The APC will load the bulk LOA into the cardholder accounts, add/delete cardholders as required and perform other maintenance as required.

Enclosure (1)

b. Invoice processing: Upon receipt of all statements forwarded by the cardholders, the APC will print a copy of the Monthly Invoice Certification report and compare it to the electronic bank invoice. If they are in agreement the invoice will be released for payment. If not in agreement, have the cardholders make corrections as necessary, reprint the Monthly Invoice Certification Report, then release for payment. Annotate the document number of the obligation established by the bank on the monthly invoice report, attach a copy of the bank on the monthly invoice report, attaché a copy of the bank invoice and fax to the Sector Budget Assistant in Millington not later than the 27th of the month. The District Budget Analyst will ensure all obligations recorded in the local purchase card database are accurately recorded in STARS/FL.

c. The invoice must be sent for payment within five days of receipt. The invoice should be available on the 22nd of each month and forwarded for payment not later than the 27th.

5. Sector BA: Upon receipt of the faxed information from the District, the Sector BA will verify the bank invoice total matches the total on the monthly invoice certification and complete cost redistribution's. The BA will ensure the information is received from the District and cost redistributed to the proper documents in STARS prior to end of month closeout.

6. Maintenance of cardholder accounts:

a. At the CitiDirect Web site select: Card management

b. Next, select "New account" (for new cardholder after card has been received): Click on assigns new account to hierarchy; click button for assign; enter last name; select create; enter correct information at the demographics screen (ensure the bulk flag is y).

c. Modify account (existing cardholders): Last Name, type first initial and asterisk; click on search; click appropriate account; at the demographics screen ensure all information is correct including the bulk flag is y.

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d. LOA maintenance: Delete all LOAs no longer used; load bulk LOA; for description enter the name of the District and use accounting as noted below.

GA: 17
BFY/EFY: 20022002
APN: 1804
SUB HEAD: 22N5
OBJ CLASS 2500
FA: LEAVE BLANK
AAA: 068688
TT: 2D
PAA: 000000
COST CODE DISTRICT UIC PLUS 0W999Q (FOR WEST SECTOR) 0E999Q
(FOR EAST SECTOR) I. E. FOR NRD PORTLAND
624290W9999Q FIR BRD BASGVUKKE 624250E9999Q
DESCRIPTION: DISTRICT NAME FOR BULK ACCOUNT.
CLICK BUTTON TO CREATE NEW LOA.

In October modify the LOA to reflect new fiscal year as follows:
BFY/EFY: 20032003
COST CODE: CHANGE TWO TO THREE (I. E. 2W9999Q TO 3W9999Q)

Ensure only one LOA is assigned as default. Multiple LOAs will be needed for each card.